

UNITED STATES COURT OF APPEALS

District of Columbia Circuit



Position Title: PROCUREMENT ADMINISTRATOR

Announcement Number: USCA-07-01

Salary Range: \$53,390 - \$86,833 (CL-28, comparable to GS-12),
depending on qualifications.

Position Location: WASHINGTON, D.C.

Opening Date: March 12, 2007

Closing Date: OPEN UNTIL FILLED.

The U.S. Court of Appeals for the D.C. Circuit Clerk's Office offers an opportunity for self-motivated individuals with a strong work ethic to launch or continue a career in public service. Our prestigious environment consists of challenging and rewarding work, and the potential for advancement for bright people with strong initiative.

POSITION SUMMARY: The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking a highly qualified, reliable individual to serve as a procurement administrator. The incumbent is responsible for the overall administration and daily supervision of the Court's procurement and facilities program.

RESPONSIBILITIES: The incumbent serves as the court's expert on federal procurement and contract administration. Leads the procurement team in the procurement and delivery of goods and services in support of the operational requirements of the judicial chambers and offices of the Court. The incumbent procures supplies, equipment, furniture and services from government and non-government sources; procures and monitors equipment maintenance and rental agreements; prepares solicitations for quotations, tasks orders, best value and sole source procurement; maintains procurement records; reconciles accounts; assists in the budget process; assists with space and facilities projects, including office moves; and oversees the mail functions as necessary.

QUALIFICATIONS: Applicant must be a high school graduate or equivalent and have at least three years general experience. In addition, for the minimum salary, applicant must have three years specialized experience, including one year equivalent to work at the CL-27 level. To be considered for placement above minimum up to step 25, applicant must have at least two years specialized experience equivalent to work at the CL-27 level.

Federal procurement experience is required and experience in the federal judiciary, is highly desirable. Excellent tact, judgment, flexibility, the ability to handle a high volume of work, and the ability to prioritize are essential. Applicant must be detailed-oriented and have excellent organizational skills. Applicant must have effective oral and written communication skills appropriate with communicating with judicial officers and their staff.

A more detailed job description is available on our website www.cadc.uscourts.gov.

TERMS: The first year of employment is considered a probationary period.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements. In addition, the selectee is subject to a background check as a condition of employment.

Applicants must be United States citizens or eligible to work in the United States. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

Send cover letter, résumé, and salary history to:

**U.S. Court of Appeals for the D.C. Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W., Room 5434
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
Announcement # USCA-07-01**